



DEPARTMENT OF THE NAVY

NAVAL HOSPITAL
BOX 788250
MARINE CORPS AIR GROUND COMBAT CENTER
TWENTYNINE PALMS, CALIFORNIA 92278-8250

IN REPLY REFER TO:

NAVHOSP29PALMSINST 1000.2D

Code 0100

26 November 1996

NAVAL HOSPITAL TWENTYNINE PALMS INSTRUCTION 1000.2D

From: Commanding Officer

Subj: OFFICER OF THE QUARTER AND YEAR PROGRAM

Encl: (1) Officer of the Quarter and Year Program

1. Purpose. To establish the Officer of the Quarter and Year award and to provide guidelines for nomination and selection of candidates.

2. Cancellation. NAVHOSP29PALMSINST 1000.2C.

3. Background. This program allows for the proper recognition of exceptional personal and professional achievement of junior officers.

4. Policy. Officers who have demonstrated sustained superior performance should be considered for this award. Nominees will be of the rank of Lieutenant and below, except Medical Corps officers, which will be Lieutenant Commander and below. One award known as the "Officer of the Quarter" will be presented by the Commanding Officer each quarter. One award known as the "Officer of the Year" will be presented by the Commanding Officer at the end of each calendar year. The selected member in each category will receive the following:

- a. Letter of Commendation from the Commanding Officer.
- b. Naval Hospital Command Plaque.
- c. A 96 hour special liberty.
- d. An official personal photograph and copy of the Letter of Commendation mounted and framed on the quarterdeck of the Naval Hospital.
- e. Appropriate publicity; Plan of the Day note, Hometown News Release by the Public Affairs Officer.
- f. Designated parking spot for the quarter.

5. General Information

a. Selection Committee. The Awards Committee will meet during the last week of each quarter to select the Officer of the Quarter. The Officer of the Year will be selected at the December Quarterly Awards Committee meeting. Committee membership will include:

- (1) Director, Nursing Services (Chairman).
- (2) Director, Medical Services.
- (3) Director, Surgical Services.
- (4) Director, Ancillary Services.
- (5) Director for Administration.
- (6) Assistant Director Nursing Services.

b. Submission of Nominations. Nominations will be in the format of enclosure (1) and must document outstanding individual achievements and contributions to both the Command and the community. Supporting documentation may be attached to the nomination, if applicable. Nominations are to be submitted, with a proposed Letter of Commendation to the Awards Committee Chairman, no later than the first working day of the last week of each quarter.

c. Officers of the Quarter will be automatically considered in the Officer of the Year Selection Board. Other nominations are recommended as well as strongly encouraged.

6. Action

a. Nominating personnel will ensure the timely submission of nominations as outlined in the instruction.

b. The Awards Committee will review the nominations and recommend the award recipient to the Commanding Officer. Upon

NAVHOSP29PALMSINST 1000.2D
26 November 1996

approval of the Committee's selection by the Commanding Officer, the selectee will be notified by the Commanding Officer or his representative.

c. The Command Master Chief will be responsible for preparing an awards ceremony at the monthly personnel inspection.

d. Public Affairs Officer will prepare the appropriate publicity.

A handwritten signature in dark ink, appearing to read "R. S. Kayler", is centered on the page.

R. S. KAYLER

Distribution:
List A

NAVHOSP29PALMSINST 1000.2D
26 November 1996

OFFICER OF THE QUARTER/YEAR NOMINATION MEMORANDUM

From: (Nominating personnel's name)
To: Chairman, Officer of the Quarter/Year selection Board
Subj: OFFICER OF THE QUARTERS/YEAR NOMINATION

1. _____ is nominated for your
consideration as Officer of the Quarter/Year for the period _____
_____ through _____.

Reported on board: _____

Projected Rotation Date: _____

PRT Results and Body Fat % : _____

2. Describe department/division duties:

3. Describe nominee's performance and why you feel the
recognition should be made:

Enclosure (1)